Security - 5
File

Dc Ic

S-E-C-R-E-T
Security Information

14 October 1953

MEMORANDUM FOR: Staff and Division Personnel, DD/A and DD/P

SUBJECT: Administrative Support Course No. 5

1. Administrative Support Course No. 5 will begin on Monday,
16 November and end on Friday, 4 December 1953. Students enrolled
in this course should report to Room 136, Building [ ] at 8:30 a.m.
on 16 November. Students must have TOP SECRET clearance.   **25X1A6A**

2. Although this course is of particular interest to personnel
under DD/A and DD/P-Admin, it is also open to other employees of the
Clandestine Services with a need to know. However, those persons who
have taken Phase II of the Basic Training Program (or the Operations
Course) should be entered for the second and third weeks only, since
the first week will consist of material already familiar to them.

3. Completion of the Basic Intelligence Course (CS) is normally
a prerequisite, but this may be waived in the case of individuals with
sufficient Agency experience.

4. Training requests for all students should be sent through
administrative channels [   ] Enrollment for   **25X1A**
this course will be closed by the Registrar, OTR, on Tuesday,
10 November.

5. The next Administrative Support Course will be conducted
from 4 January through 22 January 1954.

25X1
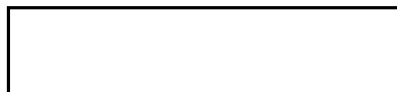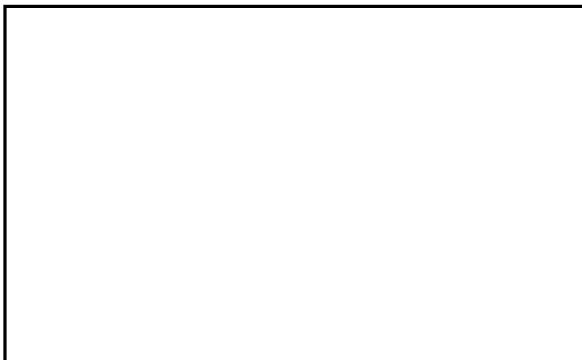
Deputy Director of Training (Special)   **25X1A9A**